Dissertation and Thesis Formatting Session

Office of Graduate Studies
Fall 2017
# Office of Graduate Studies

Location: FA 3.104 (Founders Annex)
Office Hours: Mon-Fri 8-5pm

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Important Links

- Website: www.utdallas.edu/ogs/
- Forms: http://www.utdallas.edu/ogs/current_students/forms/
- Deadlines: http://www.utdallas.edu/ogs/current_students/deadlines/
- Graduating Students: http://www.utdallas.edu/ogs/current_students/graduating/
Get social with the Office of Graduate Studies!

@UTDallasGraduateStudies

@UTDOGS

UT Dallas Office of Graduate Studies
Private Group – Ask to join!
Deadlines

PhD Deadlines

- **Tuesday, October 24th** – Last day to request a final oral exam.
  
  *Request must be submitted to the Office of Graduate Studies a minimum of 2 weeks prior to the date of examination.*

- **Tuesday, November 7th** – Last day to hold a final oral exam.

- **Thursday, November 16th** – Last day to upload dissertation for final review by the Office of Graduate Studies.

- **Tuesday, November 21st (Noon)** – Last day to receive *approval of final version* of dissertation by the Office of Graduate Studies.
Deadlines

Master’s Deadlines

- **Tuesday, November 21st** – Last day to upload thesis for review by the Office of Graduate Studies.

- **Tuesday, November 28th (Noon)** – Last day to receive *approval of final version* of thesis by the Office of Graduate Studies.
In Absentia

What does graduating In Absentia mean?

- In Absentia is an option for those Fall 2017 candidates who do not make the deadlines.
- The candidate registers “In Absentia” for the following semester which means registers for no course work, and must finish all requirements to graduate by the In Absentia deadline, January 19th, 2018 (Noon).
- Must apply for Graduation online and also submit an In Absentia form
- $100 In Absentia fee
- Link to explanation in the UT Dallas 2017-2018 Graduate Catalog: http://catalog.utdallas.edu/2017/graduate/policies/graduation#graduation-under-in-absentia-registration
In Absentia Deadlines

- In Absentia for those Fall 2017 candidates who did not make the deadlines.

**PhD Deadlines**

- **December 7th, 2017** - Last day to request a final oral exam.
- **December 21st, 2017** - Last day to hold a final oral exam.
- **January 16th, 2018** - Last day to upload dissertation for final review by the Office of Graduate Studies.
- **January 19th, 2018** - Last day to receive *approval of final version* of dissertation by the Office of Graduate Studies.
In Absentia Deadlines

- In Absentia for those Fall 2017 candidates who did not make the deadlines.

Master’s Deadlines

- **January 12th, 2018** – Last day to upload thesis for review by the Office of Graduate Studies.

- **January 19th, 2018 (Noon)** - Last day to receive *approval of final version* of thesis by the Office of Graduate Studies.
Doctoral Hooding Ceremony

Commencement vs. Hooding Ceremony

- The *Hooding Ceremony* is a separate event from the Commencement Ceremonies and is held each semester, including the summer, for PhD candidates only, usually the day before the Commencement Ceremonies begin. At this event you will be hooded by your Supervising Professor.

- The *Commencement Ceremonies* are held for all graduating students at the conclusion of each spring and fall semesters only - there is no summer Commencement Ceremony.

- The Doctoral Hooding Ceremony is tentatively scheduled for **Wednesday or Thursday, December 13th or 14th at 1pm in the Activity Center. Reception to follow in the Visitor Center Atrium.**

- Hooding Website FAQs at: [www.utdallas.edu/ogs/current_students/hooding/](http://www.utdallas.edu/ogs/current_students/hooding/)
Diploma & Regalia

Hooding Ceremony RSVP
- You will receive email from our office in the middle of the semester where you will RSVP for the Doctoral Hooding Ceremony, give the name of your hooding professor, and how many guests you will be bringing.

Diploma
- You will receive your diploma at the fall and spring commencement ceremonies and at the summer Doctoral Hooding Ceremony. If you do not attend, your diploma will be mailed to you.

Regalia
- You must wear regalia if you wish to participate in either or both the Hooding Ceremony and Commencement.
- Hooding Ceremony and regalia information is on the Office of Graduate Studies website.

Questions
- Commencement
  - Office of the Registrar website: https://www.utdallas.edu/registrar/graduation/graduate-checklist/
  - Email: graduation@utdallas.edu
- Doctoral Hooding
  - The Office of Graduate Studies website: http://www.utdallas.edu/ogs/current_students/graduating/
  - Email: lila@utdallas.edu
Core Formatting Requirements

- Consistency
- Language
- Page Size and Paper Specification
- Margins
- Font
- Spacing
- Tables and Figures
- Headings and Page Numbers
- Use of Previously Published Materials
Style Guide Options


Formatting of Dissertation/Thesis

- **Guide**
  - For the guidelines, download and read the “Thesis and Dissertation Submission Guide” and “Formatting Guide” from our website.

- **Templates**
  - Microsoft Word
  - LaTeX (technical, best for formulas and algorithms)

- **RefWorks**
  - RefWorks is a citation management service that allows you to import citations from online article indexes and databases, organize and manage these references within folders, automatically format them within papers and create instant bibliographies in a variety of styles.
Continued...

**Important Tips for using the Word Template**

- Turn on paragraph marks ¶
  - Understand:
    - Section breaks
    - Header and Footer
      - Link to previous
    - Single/double spacing
  - For technical help with the LaTeX template please contact Dr. Kevin Hamlen
    hamlen@utdallas.edu
  - Use the most recent templates (updated November 2016) available on the Office of Graduate Studies website.
Common Pitfalls

- Do not bold text within the preliminary pages, including headings on title pages.
- Make sure all text is the same font type and size throughout your paper.
- Be sure chapter headings are centered, bold, in all caps.
  
  1.25” top margin
  
  CHAPTER X
  
  (leave one single line space)

  CHAPTER TITLE
  
  (leave one single line space)
  
  (leave one single line space)

  (Begin text on this line, flushed against left margin)

- Follow sample pages available on the Office of Graduate Studies website for all preliminary and other important pages.
- Figure captions go below the figure. Table captions go above the table. Refer to guide for numbering of tables and figures.
- When placing figures/tables be sure to close up any white space in your chapters with text.
- Be sure to refer to all tables/figures in text and mention them on or before the page the table/figure appears.
Copyright Issues

Requesting Permission to Use Your Own Previously Published Material in Your Dissertation/Thesis

- If your dissertation/thesis includes papers (or portions of papers) which you have had published or accepted for publication by the time you have received final approval from the Office of Graduate Studies, you must obtain permission from the publisher to use the material in the dissertation/thesis, and upload a copy of the publisher’s approval OR documentation from the publisher stating permission is not needed to the Thesis and Dissertation Submission website.

- You may use the sample permission letter linked in the Submission Guide, pg. 9. Be sure to state that the request includes the prospective publication of the dissertation/thesis by ProQuest/UMI (see the sample letter) and extends to public availability through Treasures @ UT Dallas Institutional Repository.

- You may also request permission through the Copyright Clearance Center at www.copyright.com

- You must follow instructions from the publisher on how to correctly acknowledge the copyrighted material within the dissertation/thesis.
Continued...

- **Requesting Permission to Use the Work of Others**
  - If you are only using short quotations by others, it is considered “fair use” and you need only to cite the source.
  - If your use exceeds fair use, you need to request permission from the copyright owner.
  - Our office is not an authority on copyright law. We recommend you consult with your supervising professor.

- **Also, the following publications may be helpful:**
  - The United States Copyright Office website at [http://www.copyright.gov/](http://www.copyright.gov/)
**DOCTORAL STEPS TO COMPLETION**

### Beginning of Final Semester
- You must be registered to be eligible for graduation, unless graduating in absentia.
- Check with your program office to ensure that all necessary coursework has been completed. You will be marked “eligible to graduate” in Galaxy/Orion.
- Apply for graduation online by the deadline listed on the Academic Calendar. Late applications will be charged $100 late fee.
- Refer to the Thesis and Dissertation Submission Guide and Formatting Guide on our website for guidelines.
- Select a discipline appropriate style guide from the list. Use the style guide consistently for formatting.
- There are also example pages and two templates; LaTeX and Word, available for download from our website.
- Regalia & Hooding Ceremony Information

### Scheduling Final Oral Examination
- A minimum of 2 weeks before the scheduled final oral exam date, Upload the following documents to the Thesis and Dissertation Submission website.
  - Your dissertation (PDF file)
  - Request for Final Oral Exam form signed by all committee members (administrative file)
  - Unsigned Signature Page (administrative file)
- Contact your program office to reserve a room for your final oral examination. You may NOT conduct a Final Oral Exam when the University is closed or start the exam after 4pm. Exams MUST be conducted in a room with open access.
- The Office of Graduate Studies will appoint an outside chair to be present at your exam.
- The Graduate Reader will review your dissertation and email you when required revisions are available online.
- After you have submitted your dissertation, but before the final approval date, submit your dissertation to Turnitin.com for a citation check.

### Day of Final Oral Examination
- Signature Page Approval:
  - Ensure your Unsigned Signature Page is approved before your defense.
  - The Graduate Reader will inform you by email of any required changes. Print the approved page and take it to your defense.
- When you pass your defense, obtain signatures of all committee members. Upload your Signed Signature Page as an Administrative File.
- You may also have your supervising professor sign your Citation Form at this time.
- The Signed Signature Page and signed Citation Form should be uploaded to the submission website as administrative files.
- Your dissertation will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the Thesis and Dissertation Submission website.
- Your dissertation will be checked to make sure it meets UT Dallas formatting requirements and you will be notified of any required corrections.
- Your dissertation will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the Thesis and Dissertation Submission website.
- The Office of Graduate Studies will review and approve your dissertation.
- The signed dissertation will be uploaded to the submission website as an administrative file.
- NOTE: You can only upload files and replace files when the submission status is “Needs Correction”.
- If graduating in absentia, an In Absentia Registration Form may be processed after you have successfully defended.

### Final Format Check and Dissertation Approval
- Final Format Check (at least three working days before the final deadline):
  - Check your document for grammar and spelling, and incorporate all changes from the initial format check as well as any changes required by your committee.
  - Upload your final approved version in PDF format to the Thesis and Dissertation Submission website.
  - Your dissertation will be checked to make sure it meets UT Dallas formatting requirements and you will be notified of any required corrections.
  - Your dissertation will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the Thesis and Dissertation Submission website.
  - The Office of Graduate Studies will review and approve your dissertation.
  - The signed dissertation will be uploaded to the submission website as an administrative file.
  - Your dissertation will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the Thesis and Dissertation Submission website.
- The Signed Signature Page and signed Citation Form should be uploaded to the submission website as administrative files.
- The Signed Signature Page and signed Citation Form should be uploaded to the submission website as administrative files.
- To reserve a room for your exam, contact your program office (administrative file).

### LAST STEPS
- Checklist of Required Documentation (all must be submitted online):
  - Final approved PDF version of the dissertation with Unsigned Signature Page
  - Signed Signature Page
  - Survey of Earned Doctorates Certificate of Completion
  - Citation Form signed by Supervising Professor and student
  - Turnitin Digital Receipt
  - Any permissions needed from publishers to reprint previously published material OR document from publisher stating permission is not required.

**DEADLINES – Fall 2017**
- October 24, 2017 - Last day to request a final oral exam.
- November 7, 2017 - Last day to hold a final oral exam.
- November 16, 2017 - Last day to upload dissertation for final review by the Office of Graduate Studies.
- November 21, 2017 (Noon) - Last day to have your dissertation approved by the Office of Graduate Studies.
MASTER’S STEPS TO COMPLETION

**Beginning of Final Semester**
- You must be registered to be eligible for graduation, unless graduating in absentia.
- Check with your program office to ensure that all necessary coursework to graduate has been completed. You will be marked as “eligible to graduate” in Galaxy/Orion. If you have not applied, you realize you are not going to graduate, you will need to notify your department.
- Refer to the Submission Guide and Formatting Guide on our website for guidelines. There are also two templates, LaTeX and Word, available for download.

**Scheduling Your Defense**
- When your supervising professor declares you ready to defend your thesis, contact the person responsible for graduate students within your program/department for the next steps.
- Scheduling of any final presentation/defense is done through your Program Office.
- **Initial Format Check:** Submit a draft of your thesis (PDF file) by uploading it to the Thesis and Dissertation Submission website before your defense (or at least a minimum of 1 week before the final approval deadline). It is in your best interest to do this as soon as possible.
- After you have submitted your thesis, but before the final approval deadline, submit your dissertation to Turnitin.com for a citation check.

**Day of Defense**
- **Signature Page Approval:** Ensure your Unsigned Signature Page is approved before your defense. The Graduate Reader will inform you by email of any required changes. Print the approved page and take it to your defense.
- When you pass your defense, obtain signatures of all committee members.
- You may also have your supervising professor sign your Citation Form at this time.

**Final Format Check and Thesis Approval**
- **Final Format Check (at least three working days before the final deadline):** Check your document for grammar and spelling, and incorporate all changes from the Graduate Reader’s initial format check as well as any changes required by your committee.
- Upload your final approved version in PDF format to the Thesis and Dissertation Submission website. NOTE: You can only upload files and replace files when the submission status is “Needs Correction.”
- Your thesis will be checked to make sure it meets UT Dallas formatting requirements and you will be notified of any required corrections.
- Your thesis will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the Thesis and Dissertation Submission website.

**Final Format Check (at least three working days before the final deadline):**
- Check your document for grammar and spelling, and incorporate all changes from the Graduate Reader’s initial format check as well as any changes required by your committee.
- Upload your final approved version in PDF format to the Thesis and Dissertation Submission website.
- Your thesis will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the Thesis and Dissertation Submission website.

**Last Steps**
- **Checklist of Required Documentation (all must be submitted online):**
  - Final approved version of thesis with Unsigned Signature Page
  - Signed Signature Page
  - Citation Form signed by Supervising Professor and student
  - Turnitin Digital Receipt
  - Any permissions needed from publishers to reprint previously published material OR documentation from publishers stating permission is not required

**DEADLINES – Fall 2017**
- Schedule defense through your program office
- November 21, 2017 - Last day to upload thesis for review by the Office of Graduate Studies.
- November 28, 2017 ( Noon) - Last day to receive approval of final version of thesis by the Office of Graduate Studies.
Delayed Release of Dissertation

One or Two Year(s) Embargo Options

- When submitting to the Thesis and Dissertation Submission website, there is a restricted release option of one or two years.
- After the embargo period is over, the Eugene McDermott Library will archive a digital copy of the dissertation/thesis which will be publicly available through Treasures @ UT Dallas Institutional Repository.
- A copy will also be released to ProQuest/UMI and digitally archived in ProQuest Digital Dissertations and Theses repository. ProQuest will publish bibliographic citations and abstracts for these documents in *Dissertation Abstracts International* and *Masters Abstracts International*.
- Information about these documents will be made available to a world-wide network of online information providers and distributors.
Online Resources to Download

- Dissertation and Thesis Formatting Guide
- Dissertation and Thesis Submission Guide
- Checklist for Final Submission of a Doctoral Dissertation
- Checklist for Final Submission of a Master’s Thesis
- Sample Pages
- Windows Thesis/Dissertation Template
- LaTeX Template
Questions?

Don’t worry, Wonder Woman. When I was working on my dissertation, the Office of Graduate Studies helped me!
GRADUATE PROFESSIONAL WEEK

OCTOBER 2 – 6, 2017

Graduate Professional Week will feature a series of events focused on graduate students and post-docs from all schools. All graduate students and post-docs are invited to a blend of social, academic, and professional development events, plus free food and giveaways.

Refreshments will be served at all events.